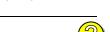
# Fax: (928) 226-2701

## **SUBDIVISION APPLICATION**



APPLICANT/DEVELOPER	PROPERTY INFORMATION	
Name	Assessor's Parcel #(s)	
Mailing Address		
	Subdivision Name	
Contact Person	Unit #	
Phone Fax	Address/Location	
Alternate Telephone		
Email		
PROPERTY OWNER (if different than applicant)	Number of Lots Proposed	
Name	Total Site Acreage	
<i>Mailing</i> Address	Existing Land Use	
	Existing Zoning	
	Proposed Zoning	
Phone Fax	Proposed Access	
Email		
PROJECT ENGINEER	CERTIFICATION & SIGNATURE	
Name	Submittal of this application constitutes consent of the applicant	
<i>Mailing</i> Address	in granting the Department of Community Development access to the subject property during the course of project review. No further consent or notice shall be required.	
	I hereby certify that the information in this application is correct and agree to abide by the regulations of this jurisdiction.	
Phone Fax	— Signature of Applicant	
Email	Date	
STAGE OF DEVELOPMENT	Signature of Property Owner (if not the applicant)	
☐ Preliminary Plat ☐ Final Plat ☐ Amendment ☐ Revision	Date	
	COMMISSION ACTION	
OFFICE USE ONLY	☐ Approved with Conditions (see attachments) ☐ Denied	
Received By Date	Resolution # Date	
Receipt # Fee	BOARD ACTION	
Case #	☐ Approved with Conditions (see attachments) ☐ Denied	
Related Cases	Ordinance # Date	

### **Department of Community Development** Fax: (928) 226-2701

Flagstaff, AZ 86001 Phone: (928) 226-2700

### **Guidelines for Submitting a Subdivision Application**

### SUBMITTAL CHECKLIST

☐ Pre-application meeting with a staff planner of the Community Development Department.
☐ A non-refundable filing fee. (See schedule to right)
☐ A <i>typewritten</i> narrative describing the proposed subdivision and conformance to the findings. <i>(See below)</i>
☐ A <i>typewritten</i> list of names and addresses of all property owners within 300 feet of subject property.
$\hfill \square$ A list of specific waivers being requested, if any.
$\hfill \square$ Forty copies of the proposed subdivision plat.
In the case of a final plat or an amended or revised plat, the applicant shall file one reproducible original and twenty copies.
☐ Forty copies of any additional plans or drawings as determined by the staff planner during the pre-application meeting.
All materials must be folded to fit in a legal-size file (8"x13") and labeled so that the applicant's name and project location

#### **APPLICATION FEES**

For subdivisions over 10 lots, a non-refundable filing fee must be submitted with a subdivision application. The purpose of th fee is to pay for legal noticing and application processing. Fees are based on the following schedule:			
	Preliminary Plat	\$500 plus \$10 per lot/unit	
	Final Plat	\$200 plus \$5 per lot/unit	
	Amendments or revisions to a Final Plat	\$200 plus \$5 per lot/unit	
	Subdivision of 10 lots or less	No Fee	

#### **FINDINGS**

are visible.

Pursuant to Section 3.11 of the Coconino County Subdivision Ordinance, if the Planning & Zoning Commission is to recommend approval or conditional approval, said recommendation shall be based upon the plat's conformity to all of the following findings. Applicants for a subdivision preliminary plat must provide an explanation of how their request meets the following criteria.

- That the proposed subdivision conforms to the goals and policies of the Coconino County Comprehensive Plan and its amendments.
- That the design of the proposed subdivision will not cause substantial environmental damage and will not present serious public health problems.
- That the site of the proposed subdivision is physically suitable for the proposed type and density of development.
- That the proposed subdivision is consistent with provisions and intent of zoning regulations applicable to the property.
- That the proposed subdivision conforms to the improvement and design standards set forth in the Zoning Ordinance.